

Appendix B

Acronyms and Form Names

AADA	Airport and Airway Development Act
AAPC	Accounting and Auditing Policy Committee
ABCO	Administrative Billings and Collections System
ABS	<i>Obsolete term which stood for APHIS Business Services. The new term is Marketing and Regulatory Programs-Business Services.</i>
AC	Animal Care
AD	Agriculture Department (Form designation; usually seen as “AD- <u>999</u> ” where “999” represents any of the various form numbers used, i.e., AD-742).
AD-202	Travel Authorization
AD-311	Speed Memo
AD-321	Time & Attendance (T&A) Report
AD-358	Verification of Imprest Cash
AD-359	Cashier Account Audit
AD-474	Transmittal Telephone and Utilities
AD-568	Transmittal Gasoline Credit Card
AD-616	Travel Voucher
AD-633	Multiuse Standard Requisitioning/Issue System Document
AD-643	Transmittal GSA Motor Pool
AD-661	Cashier Sub-Voucher Register
AD-672	Interagency Agreement
AD-673	Request to Bill
AD-700	Procurement Request (<i>PRISM electronic</i>)
AD-703	Operating Plan
AD-729B	Accounting Code Input Form (<i>obsolete form</i>)

AD-757	Miscellaneous Payments System (<i>obsolete form</i>)
AD-838	Purchase Order
AD-844	Billings and Collections Account Maintenance
AD-955	GSA Telephone Transmittal
ADODR	Authorized Departmental Officer's Designated Represent
AIC	Animal Import Center
ALC	Agency Location Codes
Allocation Updates	Advice of Allocation of Funds
AMS, Inc.	American Management Systems, Incorporated, the vendor/contractor from whom the USDA financial management information system was purchased and with whose assistance it is being implemented.
AMS	Agricultural Marketing Service: APHIS' sister agency under the Under Secretary for Marketing and Regulatory Programs.
AMT	APHIS Management Team
APHIS	Animal and Plant Health Inspection Service
APHIS Form 192	Application for Credit Account and Request for Services
APHIS Form 223	Report of Quarantine Services Rendered
APHIS Form 47	Transmittal and Receipt for Accountable Items
APHIS Form 81	Statement of Services
APHIS Form 89	Report of Reimbursable Inspection and Quarantine Services
APHIS Form 90	Report of Reimbursable Service Rendered
APHIS Form 94	Record of Public Funds Received
AQI	Agricultural Quarantine Inspection
ASAP	<i>Obsolete term which stood for</i> APHIS Status of Funds Automation Process
ASD	Administrative Services Division
B&F	Buildings and Facilities

BAD	<i>Obsolete term which stood for the Budget and Accounting Division (of Management and Budget, APHIS). The new term is FMD.</i>
BAM	Budget and Accounting Manual
BASE	<i>Obsolete term which stood for Budget and Accounting Service Enhancement of the APHIS Business Services. The new term is FMD.</i>
BLCO	Billings and Collections Program
BOAC	Billed Office Address Code
BOC	Budget Object Classification
BOCC	Budget Object Classification Code. <i>Commonly known as Budget Object Class.</i>
BPAS	Budget and Program Analysis Staff
BPT	Business Practices Team
CADI	Central Accounting Database Inquiry; a system for inquiring about financial information in the CAS.
CAPS	Corrections, Adjustments, and Manual Payments System
CASPER	Centralized Accounting Adjustment System and Period-End Estimate for Remote Users (<i>obsolete term</i>)
CCC	Commodity Credit Corporation
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CMIA	Cash Management Improvement Act
COB	Close of Business
COD	Cash on Demand
COLA	Cost of Living Adjustment
CPI	Consumer Price Index
CREC	Civil Rights Enforcement and Compliance
CRED	Gasoline Credit Card System
DAA	Department Allotment Advice
DCIA	Debt Collection Improvement Act
DOCID	Document Identification Number
DTR	Detail Transaction Register or Detail Transaction Report, I-1

ECR	Export Certificate Record
EFT	Electronic Funds Transfer
EIN	Employer Identification Number
EOY	End of Year
FACT	Food, Agriculture, Conservation and Trade Act
FAIR	Federal Agriculture Improvement and Reform Act
FASAB	Federal Accounting Standards Advisory Board
FAST	Fast Acquisition Supply Terminal
FEDS	GSA Federal Standard Requisition
FDW	Financial Data Warehouse
FFIS	Foundation Financial Information System: USDA's adaptation of the American Management Systems, Inc., Federal Financial System software.
FIPS	Financial Plan System (<i>obsolete system</i>)
FMAS	PPQ's Financial Management and Analysis Staff
FMD	Financial Management Division. <i>Formerly known as Budget and Accounting Service Enhancement (BASE).</i>
FOIA	Freedom of Information Act
FSDW	Financial Statement Data Warehouse
FSO	<i>Obsolete term which stood for the Field Servicing Office (in Minneapolis, Minnesota). The new term is MFSB.</i>
FTSP	Federal Telecommunications Payment System
FWS	Fish and Wildlife Services, US Customs
GBL	Government Bill of Lading
GIPSA	Grain Inspection Packers and Stockyards Administration: APHIS' sister agency under the Assistant Secretary for Marketing and Regulatory Programs.
GMRA	Government Management Reform Act of 1994
GOALS	Government Online Accounting Link System
GOV	Government-Owned Vehicle

GPRA	Government Performance and Results Act
GSA	General Services Administration
GSA Form 1781	Motor Vehicle Requisition Delivery
GTR	Government Travel Regulations
GVTS	Government Travel System
IMPF	Imprest Fund System
HRD	Human Resources Division
IPAC	Intra-Governmental Payment and Collection System
IRC	Issue Resolution Committee
ISAP	Integrated Systems Acquisition Project
IT	Information Technology
ITC	Information Technology Community
ITRS	Intra-Departmental Transactions Reconciliation System
LPA	Legislative and Public Affairs
M&B	<i>Obsolete term which stood for Management & Budget. The new term is MRP-BS.</i>
M&IE	Miscellaneous and Incidental Expenses
MBS	<i>Obsolete term which stood for Minneapolis Business Site (now known as MFSB).</i>
MFSB	Minneapolis Financial Services Branch. <i>Formerly known as Minneapolis Business Site (MBS).</i>
MOU	Memorandum of Understanding
MRP	Marketing and Regulatory Programs
MRP-BS	Marketing and Regulatory Programs – Business Services. <i>Formerly known as APHIS Business Services</i>
MSS	Management Support Staff
NFC	National Finance Center
NFC-523	Billing Statement
NSF	Non-Sufficient Funds
NVSL	National Veterinary Services Laboratories
OA	Office of the Administration
OBPA	Office of Budget and Program Analysis

OCFO	Office of the Chief Financial Officer
OF-1129	Cashier Reimbursement Voucher
OMB	Office of Management and Budget
OPAC	Online Payment and Collection System (<i>Obsolete term. Now known as IPAC</i>).
OPD	Organizational and Professional Development
OSS	WS and IS' Operational Support Staff
OTRS	OPAC Tracking and Reconciliation System
PARIS	Personnel Action Request Information System
PARR	Prioritizing Annual Resource Requirements (<i>Obsolete term. Now known as SAF</i>).
PCMS	Purchase Card Management System
PC-TARE	Personal Computer Time & Attendance Remote Entry System
PD	Port Director
PPB	Program Planning and Budgeting
PPD	Program and Policy Development
PPQ	Plant Protection and Quarantine
PPQ Form 577	Federal Phytosanitary Certificate
PPQ Form 578	Export Certificate, Processed Plant Products Certificate
PPQ Form 579	Phytosanitary Certificate for Re-Export
PRCH	Purchase System
PRESTO	Procurement Request Electronic Status and Tracking Operation
RCP	Regional Consolidation Project
RMS	<i>Obsolete term for all program units. Resource Management Staff. See RMSS, FMAS, and OSS for new terms.</i>
RMSES	Resource Management Systems and Evaluation Staff
RMSS	VS' Resource Management Support Staff
ROT	Reimbursable Overtime

RWBS	Riverdale/Washington Business Site (<i>obsolete term – organization disbanded</i>)
S&E	Salaries and Expenses
SER	Southeastern Region
SF-1080	Voucher for Transfer Between Appropriations and/or Funds
SF-1081	Voucher and Schedule of Withdrawals and Credits
SF-1103	Government Bill of Lading
SF-1114	Bill for Collection
SF-1151	Nonexpenditure Transfer Authorization
SF-1164	Claim for Reimbursement for Expenditures on Official Business
SF-1169	Government Travel Request
SF-132	Apportionment and Reapportionment Schedule
SF-149	U.S. Government National Credit Card
SF-215	Deposit Ticket
SF-224	Statement of Transactions
SF-52	Request for Personnel Action
SFFAC	Statement of Federal Financial Accounting Concepts
SFFAS	Statement of Federal Financial Accounting Standards
SGL	U.S. Standard General Ledger
SOC	Subobject Class
T&A	Time and Attendance
TC	Transaction Code
TDN	Training Document Number
TELE	Telephone Vendors System
TFM	Treasury Financial Manual
TGA	Treasury General Account
TIN	Tax Identification Number
TRAI	Training Information System
TRAN	GTR and GBL Transportation System
TRVL	Travel System
TT	Transaction Type

U.S.C.	United States Code
UFS	User Fee System (operated by VS)
USDA	United States Department of Agriculture
UTVN	Utility Vendors System
VADR	Voucher Auditor's Detail Report (SF-1221)
VS Form 8-81A	Report of Reimbursable Inspection and Quarantine Service Worksheet
VS	Veterinary Services
WS	Wildlife Services (<i>formerly known as Animal Damage Control</i>)